



## **State of Montana Project Management Office**

### ***Project Concept Phase***

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## **Project Manager Appointment Letter Instructions**

This is a letter announcing the appointment of a project manager to a newly approved project and expressing sponsor support for the project and its leaders.

Official announcement of a project's start and identification of the person in charge is always a good idea. People need to know that a project has been made official, usually indicated by the fact that someone has been put in charge.

This letter goes further and makes explicit statements about:

- The authority of the project manager.
- The fact that the team members working in different functional departments are responsible for delivering results according to the project schedule, costs and deliverables.
- The fact that the sponsor is fully behind the project.
- Have an executive sponsor write such a letter once the Concept (or "Initiation") phase has been completed. At this point, a project concept has been assessed by a small group and approved for at least further investigation in the Investigation/Planning Phase. The letter should be on the organization's letterhead.
- Publish the letter to team members selected for the project.
- Publish the letter to functional managers who have people on the team or whose support will otherwise be needed.
- Publish the letter to any other stakeholders or project influencers.
- In some instances, when the project has global impact, the letter can even be sent to all affected individuals (e.g., for a global IT update, send to all users).

The goal is to ensure that people are aware of the project and the support it has from upper management, and are thus more pre-disposed to support the leader and team members in accomplishing the project goals.

## Administrative Information

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